

**BY THE ORDER OF THE
INSTALLATION COMMANDER**



AF INSTRUCTION 33-106

SCOTT AIR FORCE BASE

Supplement 1

1 MARCH 1999

Communications and Information

**MANAGING PERSONAL WIRELESS
COMMUNICATIONS SYSTEMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO/PP WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 375 CS/SCML (SSgt Allen)

Certified by: 375 CS/SCML (SMSgt Young)

Pages: 2

Distribution: F

AFI 33-106, 1 September 1997, is supplemented as follows. This supplement is applicable to all 375 AW and Scott AFB personnel involved in the use and/or management of Personal Wireless Communications Systems (PWCS), to include land mobile radio (LMR), cellular telephone (CT), personal communication services (PCS), and pagers. It sets base policy and assigns responsibilities for documenting requirements and technical solutions. This supplement should be used in conjunction with other Air Force 33-Series Instructions.

4.6. The Commander, 375th Communications Group (375 CG/CC) is the base Communications-Information Systems Officer (CSO).

4.6.4. The Tracking and Reports System (TRS) is the only authorized database IAW AFI 33-106 and will be used to maintain an accurate inventory of all LMR and CT assets assigned to Scott AFB. It is imperative that unit net managers keep the base LMR office informed of inventory changes.

4.6.4.1. (Added) Annual inventory and revalidation of all CT/PCS assets will be performed each September. Revalidation for continued use of CT/PCS assets will be conducted jointly with the annual inventory to determine if the CTs/PCSs are necessary based upon the original justification. The CT/PCS users must certify, in writing, why the service for each cellular phone is required. A separate letter validated by a **squadron commander** or equivalent for each CT/PCS is required for record-keeping purposes.

4.8.1.1. Primary and alternate PWCS managers (unit PWCS focal point) will be identified to the base PWCS manager, 375 CS/SCML, as soon as possible after the appointment. The PWCS manager training must be scheduled NLT 30 days after appointment.

4.12. (Added) The CTs/PCSs should only be used when landlines are not readily available and the need for an immediate call is absolutely imperative. The CTs/PCSs are even more susceptible to monitoring than conventional administrative telephones. For that reason, CTs/PCSs will not be used to discuss classified or sensitive information. Care should be taken to avoid discussing information covered by the Privacy Act or information concerning operational missions.

4.13. (Added) There may be occasions when incidental personal calls are received or placed from a government-provided CT. The costs incurred for personal calls must be reimbursed to the government. However, due to the high cost of processing reimbursements, it is not cost effective to collect for charges totaling less than \$1 on a single monthly bill. Personal calls totaling \$1 or more for a single monthly bill will be reimbursed to the government. Only personnel required by their duties to carry a CT/PCS may make necessary personal calls on the CT/PCS. Personal calls should be the exception and not the rule.

4.14. (Added) Cellular users or unit points of contact will be required to verify CT/PCS calls monthly to ensure proper use and arrange for reimbursement.

DONA J. HANLEY, Lt Col, USAF
Commander, 375th Communications Squadron